



Yolo County Housing (YCH)  
147 W. Main Street, Woodland, CA 95695  
Voice: (530) 662-5428, Fax: (530) 662-5429  
TDD 1-800-545-2833, ext. 626

## **Office Assistant I and Office Assistant II Recruitment Announcement for Establishment of Job Classification Hiring Lists**

**Office Assistant I/II** - Yolo County Housing (YCH) is establishing a hiring list for Office Assistant I and Office Assistant II job classifications. Successful candidates will provide a wide variety of clerical support duties in a fast paced environment to their assigned department requiring a high level of organizational and customer service skills. Computer skills are a must, bilingual skills preferred. Interested applicants can obtain an application package at the YCH Administration office located at 147 W. Main Street in Woodland or at [www.ych.ca.gov](http://www.ych.ca.gov). Starting wage DOE plus excellent benefit package. Submit a completed application package to the YCH General Managing Director by Wednesday, August 27, 2014 at 3:00pm. YCH is an Equal Opportunity Employer.

The following items are required for a complete application package:

1. Completed and signed YCH Employment Application.
2. Three professional references including name, address, and current phone number. Email address if available.
3. Cover Letter
4. Resume (optional)

Only **complete application packages received by August 27, 2014 at 3:00pm** will be considered.

### **NONDISCRIMINATION STATEMENT**

Yolo County Housing prohibits discrimination in employment, services, and activities on the basis of race, color, creed, religion, sex, ancestry, familial status, marital status, national origin, sexual orientation, age, disability, source of income or other legally protected status. YCH affirms its commitment to equal opportunity and equal access to services. For additional information, contact the 504 Coordinator, Janis Holt at 530-662-5428; TDD 1-800-545-1833, ext. 626.

